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PART – I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

ANIMAL HUSBANDRY & DAIRYING DEPARTMENT

Notification

The 15th October, 2020

Online Transfer Policy of Veterinary Livestock Development Assistants

No. 5012 (CFMS)–A.H.–3–2020/6824.—

1. **Vision:** To ensure equitable distribution of Veterinary Livestock Development Assistants (VLDA's) at different locations in a fair and transparent manner and to maximize job satisfaction amongst VLDA's and further to improve performance of the Department.
2. **Application:** This policy shall be applicable to all the regular VLDA's of the Department of Animal Husbandry & Dairying, Haryana.
3. **Definitions:** In this policy, unless there be anything repugnant in the subject or context;
 - a. **'Blocked Posts'** means the vacancies of VLDA's remained unfilled at any given point of time due to shortage of VLDA's in the Department.
 - b. **'Competent Authority'** means Director General, Department of Animal Husbandry & Dairying Haryana.
 - c. **'Deemed Vacancy'** means a post occupied by such VLDA, who has either completed maximum permissible tenure under this policy; or has completed minimum required tenure and has opted for participation in transfer drive.
 - d. **'Prescribed Tenure'** means the tenure of appointment for a period of five years. While calculating the tenure of a VLDA for the purpose of this policy, the date from which someone is working at a particular place of posting as on 31st March of the calendar year of transfer shall be counted irrespective of the fact he has been appointed by temporary transfer or otherwise. However, a VLDA may participate in the transfer drive subject to completion of minimum three years' service at a particular place of posting.

- e. **'Qualifying date'** for the purpose of calculation of vacant post(s) shall be the 31st March of the calendar year of transfer.
- f. **'Service'** means duty period and all kinds of leave including extraordinary leave availed by a VLDA during the prescribed tenure.
- g. **'Special Category'** means the VLDA's who are visually impaired or the differently abled or their child(ren) and spouse, women VLDA's, VLDA's belonging to women headed households, widows, widowers, couple case, VLDA's suffering from Diseases of Debilitating Disorder;
- h. Reference to 'he' includes 'she' too and 'him' includes 'her' too.
- i. **'Transfer'** means posting/appointment from one place of posting to another on or before completion of prescribed tenure at a place of posting;
- j. **'Vacant Post'** means:
 - (i) a post not occupied by any VLDA;
 - (ii) a post presently occupied by a VLDA for a period of five years or more i.e. have completed the prescribed tenure on qualifying date;
 - (iii) a post on which a VLDA has been appointed by temporary transfer or due to non-availability of online transfer drive;
 - (iv) a post occupied by a VLDA who has not completed the prescribed tenure but has completed three years on qualifying date and is willing to take part in online transfer drive.

Note 1.— *The Blocked Posts shall be excluded from the number of vacant posts for transfer.*

Note 2.— *The post against which an employee has been posted/ transferred on compulsion of administrative reasons or litigation nature shall be excluded from the number of vacant posts for transfer.*

Note 3.— *Department will prepare the list of vacant posts for transfer and notify them for the VLDA's. Depending upon input from stakeholders, such list may be amended at the sole discretion of competent authority, if required.*

4. **General Principles:**

- (i) **Time Schedule for online transfers:**
 - (a) General transfers online will be made only once in a year. However, transfer/posting necessitated by direct recruitment or repatriation or any other reason, posts needed to be filled up in public interest, can be made anytime by the competent authority.
 - (b) The online process will, ordinarily, be completed upto 31st March and implemented after 31st March. However, the aforesaid time schedule can be changed as per exigency/convenience of the department. The online process for the first transfer drive under this online transfer policy will be completed up to 15th November, 2020 and implemented after 15th November, 2020. Further, qualifying date for the first online Transfer drive shall be 15th November, 2020.
- (ii) **Liable to be posted anywhere:**

VLDA's are liable to be transferred under this policy at any place of posting anywhere in the State, in public interest, on completion of prescribed tenure.
- (iii) VLDA's posted in institutions, which have been declared vacant due to completion of prescribed tenure on qualifying date, shall compulsorily participate in the transfer drive. In case of non-participation, they are liable to be transferred anywhere in the state.
- (iv) All transfers shall be implemented within 7 days of issuance of transfer orders.
- (v) **Computerization of relevant service record of VLDA's:**

It shall be the responsibility of all DDO's for accuracy and regular updating of Data in HRMS /MIS for all VLDA's under its establishments which may be seen by the concerned VLDA's.
- (vi) **Rationalization and Blocking of posts:**

To avoid disproportionate concentration of VLDA's in a particular district, the department will rationalize their sanctioned posts and also block actual vacant posts to be kept vacant in ratio of vacant posts to the sanctioned posts in the transfer drive.

5. Specific requirements in the transfer policy for providing Animal Health Services in the State:

- (i) There is no need of zoning/categorization of veterinary institutions as the number of Veterinary Institutions in the State is less.
- (ii) The policy will remain in force till amended, revised or modified by the competent authority.

6. Merit Criteria for allotment of posting:

- (a) Merit for allotment of vacant post to a VLDA shall be based on the total composite score of points earned by the VLDA, out of 80 points as described below. The VLDA earning highest points shall be entitled to be transferred against a particular vacancy of choice.
- (b) Age shall be the prime factor for deciding the claim of a VLDA against a vacancy since it shall have weightage of 60 points, out of total points.
- (c) A privilege of another maximum 20 points can be availed by the VLDA's of special categories as indicated below:

- (A) **Age:** The first set of merit points will be the Age of the Government VLDA as enumerated below:

Sr. No.	Major Factor	Sub Factor	Max. Points	Criteria for Calculation
1	Age	Age on 31st March of Financial Year	60	Age in No. of Days ÷ 365 (maximum four decimal points only)

- (B) **Special Factors: (Max. 20 Points)**

Sr. No.	Major Factor	Sub Factor	Max. Points	Criteria for Calculation
1.	Gender	Female	10	10 points shall be given to all female VLDA's
2.	Special Category Female VLDA's	Window/ Divorced/ Separated/ Unmarried female VLDA more than 40 years of age/ wife of serving in Military personnel/ Paramilitary personnel working outside the State.	10	All female of this category shall be given 10 marks only.
3.	Special Category male VLDA	Widower who has not re-married and has one or more minor children and/ or unmarried daughter(s)	5	Eligible widowers shall be given 5 points only.
4.	Differently abled persons	Vision	20	40% to 60% disability = 10 Marks
		Locomotors	20	above 60% to 80% = 15 Marks
		Deaf & Dumb	20	Above 80% = 20 Marks
5.	Diseases "Debilitating Disorders" i.e. (a) Currently suffering from cancer; or (b) having undergone by-pass heart surgery; or (c) Kidney transplant; Or (d) currently undergoing dialysis	Self	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.

6.	Diseases of "Debilitating Disorders"	Spouse/ Unmarried Children	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
7.	Differently abled or mentally challenged children	Male/Female VLDA having mentally challenged 100% differently abled child	10	Male/ Female VLDA's having mentally challenged or 100% differently abled children shall be provided maximum 10 points.
8.	Couple Case	Only applicable to females	5	VLDA's Spouses working in any Department/ Board/ corporation under any State Govt. or Govt. of India.

- (d) The VLDA's, who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be given their choice of posting.

7. Procedure to be adopted:

- (i) Head of Department will seek preferences for choice of station from the eligible VLDA's for transfer through approved web based application.
- (ii) The options once availed and confirmed by the VLDA shall be final and cannot be changed. In case of VLDA's who exhaust their preferred choices, before posting them under 'Anywhere in the State' option, the department shall again seek their options against the remaining available posts at that point of time. Changes in the transfer software may be made accordingly so that they are not randomly posted too far away from their places of posting.
- (iii) In some cases, no option may be received for a "deemed vacancy". In such case, VLDA occupying that post will be allowed to continue in the institution for next one year or up to the next transfer drive, whichever is earlier if he / she opt for this.
- (iv) A VLDA who is due for superannuation within one year or less shall not be eligible to participate in the transfer drive unless he desires so.
- (v) Merit criteria for allotment of place of posting will be as per Para 6 above.
- (vi) All transfers shall be implemented within seven days of their issuance. The Treasury Officers concerned shall not draw the salary of the VLDA's who have not complied with the orders.
- (vii) Within 15 days of issuance of orders, VLDA aggrieved with the transfer process can represent to the department after joining at the new place of posting, on a grievance redressal forum to be provided by the department for this purpose. His representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him/her as deemed fit. A Committee headed by the Deputy Commissioner and comprising of CMO and District Officer of the Department, may recommend deputation/ temporary transfer of a VLDA after the transfer drive, on the basis of genuine and compelling reasons. A web portal should be provided for taking online applications from the VLDA's for this purpose. The Committee will scrutinize such cases and send their recommendations to the Govt. which will be dealt under relaxation clause of the transfer Policy.
- (viii) Online general transfer due to completion of prescribed tenure of five years shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services Rules, 2016.

- 8. Bar against canvassing:** No VLDA shall canvass for his case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representations shall be

treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Para 7 above.

9. **Appointment by direct recruitment/ repatriation/ promotion:** VLDA's taken in through direct recruitment/ repatriation/ promotion shall be posted at the place of posting as per eligibility and availability. The fresh recruitment shall preferably be posted in rural areas for initial period of 5 years.
10. **Opportunity of option to certain categories:**
- (i) The following categories of VLDA's will not be transferred unless they desire to participate in the transfer drive:
- (a) VLDA's having 12 months or less in retirement on the date of next transfer drive;
 - (b) unmarried female VLDA's upon marriage;
 - (c) married female VLDA's upon divorce; or
 - (d) widow or widower VLDA's on the death of spouse;
- They may participate in the next transfer drive after the event.
- (ii) After the transfer drive, the 'newly married' or 'recently divorced' female VLDA's shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive being married or widowed and at that time they shall be adjusted at any of their top three choices against available vacant posts.
11. **Posting in remote area:** Incentive for serving on the choice of 'Anywhere in the state': If any VLDA opts for 'anywhere in the state' and is thereafter posted in an office in Morni Hills Area or Nuh District against a vacancy for which no VLDA has opted, he will be paid remuneration @ 10% of the Basic Pay + D.A during the period of said posting provided this incentive shall not be admissible in case of transfer in home district Nuh and Panchkula.
12. **Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Department in consultation with General Administration Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
13. **Power to relax:** Notwithstanding anything contained in the policy, the Director General, Animal Husbandry and Dairying with the prior approval of the Chief Minister, Haryana shall be competent to transfer a VLDA to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

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